

Retention and Classification Report

Agency: Ogden (Utah). Court (727)
2549 Washington Blvd 210
Ogden, UT 84401
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Records Officer

06072 *Actions index
05721 *Correspondence
05680 *Court complaints
06369 Criminal docket
05332 Judgment books
13299 *Juvenile court docket
13555 *Small claims court index books
13556 *Small claims court registers

AGENCY: Ogden (Utah). Court

SERIES: 6072

3

TITLE: Actions index

DATES: 1919-1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). Court

SERIES: 5721

3

TITLE: Correspondence

DATES: 1919-1933.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains correspondence kept by the clerk of the Ogden court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 5680

3

TITLE: Court complaints

DATES: 1906-1917.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). Court

SERIES: 6369

3

TITLE: Criminal docket

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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AGENCY: Ogden (Utah). Court

SERIES: 5332

3

TITLE: Judgment books

DATES: 1928-

ARRANGEMENT:

DESCRIPTION:

This series contains judgment record books kept by the Ogden Court. The text of judgments rendered in court cases are recorded in these volumes. These records function as a reference source for all final judgments made by the court

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 13299

1

TITLE: Juvenile court docket

DATES: 1905-1907.

ARRANGEMENT: Numerical, thereunder chronological.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Ogden (Utah). Court

SERIES: 13555

1

TITLE: Small claims court index books

DATES: 1933-1959.

ARRANGEMENT: Numerical by book number, thereunder alphabetical by first letter of surname

DESCRIPTION:

Each page of the small claims court indexes includes two columns, one listing plaintiffs and the other listing defendants. A case number is listed beside each name.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Court

SERIES: 13556

1

TITLE: Small claims court registers

DATES: 1933-1959.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

The court registers document the proceedings of the court. information for each case includes case number, names of plaintiff and defendant, list of filed affidavits and date each was filed, description of order issued, and the amount of judgment rendered by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public